Program/Project Manager Responsibilities for the Mission Readiness Review Process
(Contact Jim Greaves with any questions)
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The Mission Readiness Review (MRR)

- An MRR will be held with the Center Director and the Goddard PMC as the final GSFC review of a mission prior to launch. The ultimate goal is to ensure GSFC management that the mission is ready to proceed to launch.
- In order to avoid conflicts, the MRR should be scheduled as early as possible – typically 2 to 3 months before the intended review. As with any PMC meeting, this is done through the PMC Secretary (currently Mary-Eileen Leszcz).
- The MRR is typically held 4 to 6 weeks before the planned launch date.
- Once the MRR is scheduled, a follow-up meeting with the Center Director and the summary meeting with the appropriate HQ AA should be scheduled through the lead secretary for Code 400 (see below). The follow-up meeting with the Center Director should occur approximately 1 week after the MRR, and meeting at HQ approximately 1 week after that.
- Tailor the attendance list to the capacity of the MCC (particularly for missions with multiple players). It is embarrassing to have to turn people away.
- For reimbursable programs, representatives from the supporting agency should be invited. If a PI is involved, the PI should also be invited.
- A representative of the appropriate HQ Directorate AA should be invited to participate (as well as the Program Executive). The MRR should be scheduled so as to facilitate this.
- Typical MRR duration is at least 4 hours.
- Ensure there is adequate time for each presentation (nominally 40 charts per hour of planned presentation time). Leave time for discussion. Police the presentations to ensure they stay within the allotted time (to the extent possible).
- Make sure that each presenter brings at least 20 hard copies of their presentation for distribution to the attendees. To the extent possible, all presentations should be combined into a single set of charts.
- Typical components of an MRR include the following:
    - Science Summary including full & minimum science requirements (these should be coordinated with HQ – the definitions must be clear)
    - Mission Readiness (observatory, ground system, facilities, IV&V, etc)
    - Independent Review Team Report
    - Launch Vehicle & Range Readiness (usually KSC)
    - Summary of Launch Vehicle Independent Review Team Report
    - Code 300 Risk Assessment Report
    - Code 200 supporting infrastructure status (if any)
    - PAO Plan

- GPG 1060.2B identifies some specific MRR topics. In particular, include the Launch Commit Criteria and the launch decision flow (ie, who will be on the key consoles with what final launch commit authority).
- Chart packages from previous MRR's are posted on our web site.
- Be aware that a Delta-MRR may be required.

Center Director to AA Letter

- Draft a letter (typically 2 to 3 pages) from the Center Director to the HQ Directorate AA summarizing the conclusions of the MRR.
- Leave adequate time for the Deputy Center Director to review (as PMC chair) the letter before the follow-up meeting with the Center Director (next section).
- The letter should include:
    - When the review was held & scope of the review
    - A summary of what other reviews have been held
    - Any unique issues associated with the mission that might impact mission safety and/or success
    - Identification of residual risk, unresolved liens, open issues to be completed before launch & any constraints to launch (may be included as an attachment)
    - Launch date, time, window, location, etc
    - A concluding statement as to launch readiness
    - A listing of the actions assigned at the MRR showing current status (as an attachment)
    - The Code 300 residual risk charts (as an attachment)
    - PI concurrence if the mission is a PI Mode mission
- Sample letters from past missions are posted on our web site.

Meeting with Center Director

- This meeting (and the summary presentation to the HQ Directorate AA) should be scheduled as soon as the MRR date is set. It should be scheduled through the lead Code 400 secretary.
- This meeting is usually held one week after the MRR
- Typical duration is one half hour
- Participants typically include the Deputy Center Director, the Project Manager, the Program Manager, and the Head of 400. If necessary, other participants such as the Heads of 300, 500, & SMO, and the Project Scientist, and/or the PI may be invited.
- The purpose of this meting is to ensure that any loose ends from the MRR are resolved before the meeting with the HQ Directorate AA. The format is sitting around the table, not a presentation.
- Depending upon the changes required, the Center Director will sign the AA letter at this meeting or shortly thereafter.

Meeting with the HQ Directorate AA

- This meeting should be scheduled as soon as the MRR date is set. If at all possible, it should be scheduled through the lead Code 400 secretary. (You should discourage your Program Executive or equivalent from scheduling this meeting independent of the MRR schedule.)
- This meeting is usually held one week after Center Director meeting – typically 3 to 4 weeks before launch
- Typical duration is 90 minutes, however, you should work with your HQ counterpart to get a feel of how much detail they want to hear.
- At least one representative from Code 100 must attend
- Other invitees include the Head of 400, the Program Scientist, Program Executive, the PI (if any), and the Implementing Center Director (if appropriate)
- The Center Director's letter is delivered at the meeting
- The recommended agenda (with emphasis on residual risk) is:
    - Brief description of science objectives (by PI or Project Scientist)
    - Brief description of mission with emphasis of launch readiness and launch phase events sequence (by Project Manager)
    - Mission risk status, any residual risks, summary of Independent Review Team results (by Team chairperson or Project Manager)
    - Center's position on launch readiness, including and open items (by Center senior representative)
    - Summary of Public Affairs Plan (if not covered elsewhere, by Project representative)